

Property Water Efficiency Setup and Use in REST Professional

Overview

Property Water Efficiency allows identification and reporting on properties that are water efficient and or due for inspection. The tenant Invoice Entry and Water Usage Invoice screens display the property's Water Efficiency status and a Water Efficiency Inspection report is available in Property Reports menu. This feature will assist NSW and QLD users where legislation has set minimum criteria to establish whether a property is water efficient.

This document will cover:

- How to Mark a Property as Water Efficient
- How to Check Water Efficiency when Creating an Invoice
- How to Generate the Water Efficiency Report

How to Mark a Property as Water Efficient

The property reminders tab has been updated with a Water Efficient status of **Yes** or **No** and a **Last Inspection Date**.

1. Go to **Files > Property** to search for and display the appropriate property
2. Click on the **Reminders** Tab
3. Select the water efficiency status from the **Water Efficient** dropdown list
4. Enter the **Last Inspection Date**

Property Details

Alpha index: ARCH34 Active Advert ID: 60

Address: 34 Archer Street

Suburb: ANNANDALE State: NSW P/Code: 2038

General | Financial | Advert | Notes | Tenants | Commercial | Strata | Holiday | Insurance | Reg. Payments

Reminders | Gained/Lost | Maintenance | Inspections | Other

Property Reminders

Smoke alarm type: Battery Last Inspection Date: 01/12/13

Smoke alarm comments/inspected by: Battery replaced: 01/12/13

Water Efficient: Yes Last Inspection Date: 01/11/15

Fire Safety Inspection Next Date: / /

Garden Next Date: / /

Gutters Next Date: / /

Swimming Pool

Confirm Pool Fence Complies Next Date: 10/01/15

Enter a reminder description in System Options to use the reminder Next Date: / /

Cancel - ESC
Action - F1
Clear - F2
Delete - F3
Add Mode - F4
Search - F7
Replicate - F8
Last Edits - F9
OK - F12

How to Check Water Efficiency when Creating an Invoice

A property's water efficiency details are displayed on both the Tenant Invoice Entry and Water Usage Invoice Screens at the time of entering the invoice

Tenant Invoices

Tenant: ANISTONJ

Tenant details

Jennifer Aniston
Ms Locklear
02 9450 7689 Vacating: 01/07/15
02 9237 8978 Original lease: 22/11/03
02 9237 8977 Lease start: 16/09/13
Lease end: 15/09/14
Tenant Invoice Credit: \$0.00

Property details

Water Efficient: Yes
Last Inspection Date: 01/11/15

34 Archer Street
ANNANDALE NSW 2038

Enter Invoices as GST Exclusive

Invoices Outstanding

Future	Total due now	Current	30 days	60 days	90+ days
0.00	0.00	0.00	0.00	0.00	0.00

Tax Invoice Tax Inv No. 101006

Incl GST \$55.00 GST \$0.00 Excl GST \$55.00

Description: _____

Account code: _____

Date due: 14/12/15 Manage fee %: _____ Disable debit Credits

Pay to: Owner

Print invoice
Email invoice
Print global comment

Cancel - ESC
Clear - F2
Delete - F3
List Invoices - F5
Prop Search - F7
OK - F12

How to Generate the Water Efficiency Report

A new report is available for properties to report on manage water efficiency. These reports will assist agencies in following up with landlords to ensure that the property is water efficient.

1. Go to **Reports > Property > Water Efficiency Report**
2. The report can be filtered by **Property, Manager, Class, Water Efficiency Status, Inspection date** and **Area Code**
3. Click **Preview-F11**

WATER EFFICIENCY INSPECTION REPORT

For All Managers From: 1 to: ZZZZZZZZZZ - All Properties
Active Status: Active Range: All dates

Alpha Mgr	Address	Owner Contact Details	Water Efficient	Last Inspection Date
ARCH34 CK	34 Archer Street ANNANDALE NSW 2038	Patrick Dempsey H: 02 9517 4589 W: 02 9238 4785 M: 0407 642 158 F: Email: jaime.fitton@rockend.com.au	Yes	01/11/15
BEACH95 CK	95 Beach Street COOGEE BEACH NSW 2034	Colin Smith H: (02) 9958 7458 W: (02) 9238 5478 M: 0424 897 568 F: Email: colin@mrdaroy.com.au	Yes	11/12/13
GALL24 CK	24 Gallimore Avenue BALMAIN EAST NSW 2041	Mr David Beckham H: 02 9565 4736 W: M: 0424 589 215 F: Email: beckham@ffa.com	Yes	10/12/13

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